

Request for quotation for conducting Impact Assessment Study of Corporate Social Responsibility initiatives of BHEL,ISG, Bangalore.

Bharat Heavy Electricals Limited (BHEL) a Maharatna PSU, India's largest Engineering and manufacturing Company engaged in the design, engineering, manufacture, construction testing,commissioning, and servicing of wide range of products ,systems and services for the core sectors of the economy,viz Power, Transmission, Industry, Transportation, Renewable energy, Oil and gas and Defence. ISG, Bangalore, a Unit of BHEL **intends to conduct the third party impact assessment study of Corporate Social Responsibility Initiatives undertaken during 2009 -10, 2010-11, 2011-12, 2012-13, 13 – 14 (Annexure-E)** under the guidelines issued by Department of Public Enterprises, Government of India.

a) Objective of the Impact Assessment Study:

Assessment Criteria	Assessment Questions
Relevance	Did the overall goal match needs of the project area? Did the project's baseline data correctly address needs of the area?
Efficiency	What outputs were achieved and whether they were according to the plan? Was the implementation schedule as planned? Was the project cost within planned limit? Was the fund utilization prudent?
Effectiveness& Uniqueness	Did the outputs help achieve the goal? Did the project have any unique feature?Comparing the inputs to the extent of goals achieved, can project implementation be considered to be effective? Can the project be replicated?
Impact	What were the various tangible and intangible positive and negative impacts (Socio-economic, Environment, Policy, Technology,Awareness) on different stakeholders of the project?
Sustainability	Would the impacts created by the project sustain? Considering the present course of project, is the project sustainable? If not, what modifications and corrections need to be done with project execution methodology?

b) Impact Assessment report may cover the following :

- (i) Objective of the Project.
- (ii) Whether objective met. If yes, then to what extent
- (iii) Coverage of Situational Analysis
- (iv) Outcome of the project are based on the conclusion of Baseline Indicators
- (v) Provide the the data regarding beneficiary profiles / Nos, etc (SC,ST,OBC, Minorities, rural / urban, weaker section, gender etc)
- (vi) Expected impacts in the long run
- (vii) Coverage of other points as mentioned in the Objectives Tabulated at point a) above.
- (viii) Intangible benefits derived from completed projects.
- (ix) Photographic evidences

c) Methodology, Coverage and Sampling Plan

- i.) The selected agency has to visit the project site(s) and interact with various stakeholders (beneficiaries, project implementation agency and their representatives, BHEL's CSR co-coordinators, public authorities etc.) for the purpose of study.
- ii.) Agency has to submit a brief research proposal, describing the proposed research methodology to be adopted including methods and tools to be used for data collection and interpretation. The proposal must have the timelines and the manpower requirements defined for the study, keeping in view geographical distribution of samples.

d. Activities envisaged / Scope of Work in respect of Impact Assessment :

- (i) The selected agency has to visit the Project Site(s) and interact with the beneficiaries and concerned Authorities, etc
- (ii) The agency has to submit the brief research proposal
- (iii) Conduct the Impact Assessment Survey
- (iv) Situation Analysis for the Projects implemented.
- (v) Photograph evidences
- (vi) Analyse the data
- (vii) Documentation / Presentation of details / data
- (viii) Submission of draft report.
- (ix) Finalise the report as per the requirement of ISG.
- (x) Submission of final report.

e) Who can apply?

The Agency applying to carry out Impact Assessment must fulfill the following conditions:

- i.) The Agency may be a Government Undertaking / Registered Company / Registered Consultancy Firm / Registered Non-Government Organization / Academic Institution, specializing in conducting Impact Assessment.
- ii.) The Agency must have a minimum of three years' experience of carrying out Impact Assessment/ Monitoring & Evaluation work in the domain of Corporate Social Responsibility/ Sustainability Services/ Community Development Projects financed by any Central Ministry/ World Bank/ NABARD and/or other international donor institution (e.g., ADB, EU etc) or Central / State Public Sector Enterprise.

iii.) Key Persons involved in the project should have post graduate qualification containing Social Research/research projects as part of the curriculum and must have experience of having conducted impact assessment for a minimum of three Projects.

f) Time Frame

The total exercise has to be completed within a period of 70 days from the date of start of work and the first draft report should be submitted within 60 days of start of work. Based on the comments received from BHEL, if any, the agency shall submit the final report within 7 days of final comments by BHEL details as per **Annexure-C**

g) How to Apply?

Agencies are invited to submit two part Tender bid with all required documents . Techno-commercial bid through **Annexure-A & B** and Price bid through **Annexure F1, F2, F3, F4,F5 & F6**. The price must be quoted for all the Projects for all the years (including MOU Projects). Both these bids need to be wax sealed separately and these two bids are to be placed in a separate envelope.

h) Selection Process and Methodology:

Based on the documents submitted, the technical & financial capability of the participating agencies shall be evaluated as per evaluation methodology indicated in **Annexure-D**. The agencies fulfilling the experience criteria and securing more than 50 marks alone will be considered suitable for Price bid Opening.

i) Arbitration:

Any disputes on both sides shall be referred to Sr. DGM /HR of BHEL, ISG Bangalore for settlement who will be the final authority. The Arbitration proceedings shall be under Indian Arbitration and Conciliation Act, 1996 . The order of Sr.DGM / HR shall be final and binding on all the parties. The venue of Arbitration shall be Bangalore and language will be English.

j) Security Deposit:

Security Deposit of 10% of the tender value should be furnished before the commencement of the work in the form of Bank guarantee/DD/National Saving Certificates / FDR from any scheduled bank.

k) Agreement

A formal agreement in twenty rupees non judicial stamp paper outlining the roles & responsibilities of the agency shall be signed with the selected, incorporating the accepted conditions, payment terms, indemnity clause etc.

l) Additional Scope of Work:-

Further to the projects as per the scope of work, BHEL may offer additional projects (tentatively 30- 35 Projects) completed in Karnataka by the Sister Units viz. EDN, EPD as its discretion to successful bidder for Impact Assessment at a mutually agreed rate. Keeping in view the probable above additional projects for Assessment, the parties may quote competitive price against this tender

m) Key Dates:

Last date for Submission of Tender	11.07. 2014 at 2.00 P.M
Opening of Techno Commercial Bid in public	11.07.2014 at 3.00 P.M
Opening of Price Bid of those who are Technically and Commercially qualified parties in public	Will be intimated later

n) Address for Communication / further clarification

Sr. Manager / HR,
Bharat Heavy Electricals Limited,
Industrial Systems Group
Prof. C.N.R. Rao Circle,
OPP. IISC, Malleswaram
Bangalore -560012

Email ID: jjja@bhelisg.com

Phone nos: 080- 22184534 / 2218 4525 /
22184099 / 22184514

Details to be furnished by agency applying for Impact Assessment for Technical Evaluation:**A. General Information:**

1. Name of the Agency
2. Registration number and Date of Registration (copy / proof to be attached)
3. Name of the Contact Person with designation
4. Address for Communication with telephone number, Fax & Email
5. Contact Person / detail in Bangalore, if any :
6. Geographical Area/span of operation (mention districts in which projects undertaken)
7. Brief introduction about agency and the services offered
8. Details of the Manpower proposed to be deployed for the assignment

SI No	Name of the Key Person(s) /Expert(s)	Qualification/ Specialization(proof attached)	Experience in years	Major Tasks performed	CV/Profile attached (Y/N)

9. Details of experience of the Agency:

SI N	Name of the assignment (Impact Assessment)	Name of the client	Start Date	End Date	Major Tasks Performed	Location of the project	Details attached (at page no.)
a)	Corporate Social Responsibility/ Sustainability Services/ Community Development Projects:						
b)	Wildlife Protection/Environment and Ecology/Rural Development/Entrepreneurship and Livelihood						
c)	Development Projects financed by any Central Ministry/ World Bank/ NABARD and/or other international donor institution (e.g., ADB, EU etc) or Central/State PSE						

10. Financial Capacity:

Financial statements consisting of Auditor's report, balancesheet, Profit & Loss Account Income & Expenditure Statement and Cash Flow Statement for the last 3 Financial Years and also specific details as per table.

SI.No	Financial Year	Net Worth(Positive / Negative)	Annual Turnover

11. Other details :

(a)	PAN NO.	:	
(b)	TAN NO.	:	
(c)	Name of the Owner & Address & Contact No	:	

12. Executive Summary of all the Impact Assessments/Monitoring & Evaluation work completed by the agency in the domain of Corporate Social Responsibility/ Sustainability Services/ Community Development Projects; financed by any Central Ministry/ World Bank/ NABARD and/or other international donor institution (e.g., ADB, EU etc) or Central / State PSE.

13. Brief Methodology to complete the given assignment.

14. Techno-commercial evaluation criteria:

The agency at the time of submission of quotation should have complied with the following :

Sl.No	Description	Minimum requirement	Yes / No
1	Impact assessment study/project for CSR	Minimum 3 such study/project	
2	Qualification of team leader going to conduct this study	Minimum 1 such project completed	
3	Average annual turnover in last 3 years	Minimum 50 lakhs rupees	
4	Proposed methodology	Should be quantitative and qualitative both	

15. Declaration signed by agency (Refer sample declaration form)

DECLARATION (Sample)

It is certified that:

- ❖ The information given above / in the proposal No. _____ dated _____ for _____, submitted to BHEL, is TRUE to the best of my knowledge. The organization shall stand liable for any information given herewith which is later found to be false/ incorrect.
- ❖ Our agency/organization/institution is interested to undertake the proposed evaluation/study.
- ❖ We have gone through the terms and conditions and agree to abide by the same.
- ❖ I am competent/authorized to sign this Declaration.

Date:

Authorized Signatory

Place:

Name:

1. Seal of the Organization:

Designation:

Detailed Un price Bid Format for the CSR Projects for the year 2009 -10

Please indicate whether quoted or not quoted across the column. Also, do not mention the price.

Sl No	Name of the Institution	Activities of the Institution & other details	Distance from ISG	Items Provided	Please indicate price quoted / not quoted	
					Quoted	Not Quoted
1	Govt. Lower Primary School, Ellupura, Bangalore Rural.	This school is located at Ellupura which is a socially and economically backward village. All children studying in this school are from poor families.	35 KMs	Benches and desks, tables and chairs , maps, charts, foot balls, volley balls, carom boards, pencil boxes with pen, pencil, erasers, sharpeners, scale, black boards, dusters, chalk pieces, etc Number of beneficiaries are 80.		
2	Govt. Lower Primary School, Kasavanahally, Bangalore Rural	This school is located at Kasavanahally which is a socially and economically backward village. All children studying in this school are from poor families.	40 kms	Benches, desks, tables and chairs , maps, charts, foot balls, volley balls, carom boards, tennicoit rings, skippers, pencil boxes with pen, pencil, erasers, sharpeners, scale, dusters, chalk pieces, etc. Number of beneficiaries are 55.		
3	Govt. Lower Primary School, Bisuvanahally, Bangalore Rural	This school is located at Bisuvanahally which is socially and economically backward village, All children studying in this school are from poor families.	30 kms	Uniforms, Shoes & Socks, Table, chairs , Book racks, Story books, Wall clocks, Water filters, SS plates		

Date:

Authorised signatory

Place

Name

Seal of the Organisation

Designation

2. Detailed Un price Bid Format for the CSR Projects for the year 2010 -11

Please indicate whether quoted or not quoted across the column. Also, do not mention the price.

Sl No	Project	Activity of the Institution & other details	Distance from ISG	Items provided	Please indicate price quoted / not quoted	
					Quoted	Not Quoted
1	Deepa Academy for the Differently abled, No. 226 /A/3, Tank Bund Road, Subramanya Nagar, Bangalore – 560 021	This institute is located in Bangalore and is working towards education and rehabilitation of visually challenged and differently abled Children. 25 Children are getting their education in this residential institution.	10 KMs	Godrej Almirahs, Uniforms, Braile Paper		
2	Govt. Primary School, Solur, Jadigenahally, Hobli, Kolathur Post, Hoskote Taluk, Bangalore Rural	The School is located at Solur. . The population of the village is 875. Around 150 people belong to SC/ ST community. Around 45 children are studying in this School.	40 KMs	Desks, Benches, Lunch Plates with Tumblers , Play items for children.		
3	Govt. Higher Primary School, Shivanapura, Hoskote Taluk, Bangalore Taluk	This School is located in Shivanapura Village. The population of the village is around 1100 with approximately 250 SC/ ST population. 300 children are studying in this School.	50 kms.	Constructed one Class Room for Children		

Date:

Authorised signatory

Place

Name

Seal of the Organisation

Designation

3. Detailed Un price Bid Format for the CSR Projects for the year 2011 -12

Please indicate whether quoted or not quoted across the column. Also, do not mention the price.

Sl.No.	PROJECT TITLE & DETAILS INCLUDING NAME OF LOCATION, etc.	Activity of the Institution & other details	Distance from ISG	Items Provided	Please indicate price quoted / not quoted	
					Quoted	Not Quoted
1	Shree Sharada Primary & High School, Thippasandra Villagem, Gunjur Post, Via – Varthur, Bangalore Rural.	350 children of surrounding villages belonging to economically poorer and SC/St communities are studying in this school. Children are studying from 1 st to 10 th Std.	40 KMS	Benches/Desks - 18 Units		
2	Society of the Helpers of Mary, Shanti Dhama, P.O. Gundoli, Haliyal Taluka, Uttara Karnataka – 581 329	This is an organization which conducts various programmes for the upliftment of village children. Computers are needed to teach basics to children.	350 KMS	Computer – 3 Units.		
3	Govt. Lower Primary School, Seetharamapalya, Mahadevapura PO, Bangalore-560048.	120 Children are studying in this govt. School. Majority of children belong to SC/ST & minority communities and also economically poor. This school also imparts education for children of nomads. Children are studying from 1 st to 5 th Std.	30 KMS	Desks/benches - 18 Units		
4	Keshava Seva Samithi, 44/22, 3rd Floor, Business Rise Centre, Kamaraj Road, Shivajinagar, Bangalore-560042.	This Institution is a charitable trust (NGO) working in Bangalore Slums conducting around 150 tuition centres, Vocational Training programmes for women, Health Camps for slum dwellers, Youth empowerment etc.	17 KMS	1) Almirah's for keeping books in 4 library center. 2) Educational books of various publishers. 3) Vending cart - 10, 4) Brass Iron Box-10		
5	Swanthana, Centre for Mentally Challenged Female Children, Sajapur Road, Ambedkarnagar, Carmelaram post, Bangalore – 560 035.		40 KMS	Wooden Cots - 9 Nos		

Sl.No.	PROJECT TITLE & DETAILS INCLUDING NAME OF LOCATION, etc.	Activity of the Institution & other details	Distance from ISG	Items Provided	Please indicate price quoted / not quoted	
					Quoted	Not Quoted
6	Karnataka Orphan Children Development Management, 5th Cross, Chamundinagar, Sunderamahal Road, BSK III Stage, Bangalore – 560 085	This Institution is a registered trust (NGO) providing free education with boarding and lodging facility for 26 orphan children.	30 KMS	Two tier cots with storage facility - 11 Nos		
7	Govt. Higher Primary School, Basavanagara, Mahadevapura P.O, Bangalore – 560 048	222 Children are studying in this Govt. School. Majority of them are belong to economically weaker sections. This school is 30 kms away from Bangalore. The school run classes from 1st std to 7 th Std.	30 KMS	Items – Class Room Benches with Desks - 18 Sets		
8	Carmel higher Primary School, Haliyal, Uttarkannada District Karnataka	Totally 950 children are from economically backward section from backward area	350 KMS	Items – Two seater Benches and Desks - 72 Sets		
9	Jaigopal Garodia Rashtrrothana Vidyalaya, 2 nd K Cross, HRBR Layout, 1 st Block, Kalyanagar, Bangalore – 560 043	School is being run by an NGO (Rashtrrothana Parishat) for economically weaker section of the society and most of them are first generation learners. Totally 695 children from pre – Nursery to 10 th Std.	30 KMS	Items – Benches and Desks (56 sets). are ready and inaugural function to be organized.		
10	Govt.Kannada Higher Primary School, Ashwathnagara, Marathalli, Bangalore – 37	130 children belonging to economically poor and SC/ST community. Children are studying from 1 st to 7 th standard.	32 KMS	Items – Class Room Benches with Desks (18 sets) are ready and inaugural function to be organized.		

Date:

Authorised signatory

Place

Name

Seal of the Organisation

Designation

4. Detailed Un price Bid Format for the CSR Projects for the year 2011 -12 (MOU Projects)

Please indicate whether quoted or not quoted across the column. Also, do not mention the price.

SL NO	NAME OF THE PROJECT	PROJECT LOCATION	Distance from ISG, Bangalore	Please indicate price quoted / not quoted	
				Quoted	Not Quoted
1	Setting up of RO Plants (Including ancillary activity to set out plant) in TAPF at 1. Bellary 2. Gandhinagar 3. Puri 4. Hubli 5. Vrindavan & 6. Vadodara	BELLARY, KARNATAKA	310 KM		
		GANDHINAGAR, GUJARAT	1510 KM		
		PURI, ORISSA	1440 KM		
		HUBLI, KARNATAKA	410 KM		
		VRINDAVAN, UTTAR PRADESH	2000 KM		
		VADODARA, GUJARAT	1375 KM		
2	Providing five vehicles for food distribution (including customised body building , racks etc) at TAPE Guwahati	GUWAHATI	2850 KM		

Date:

Authorised signatory

Place

Name

Seal of the Organisation

Designation

5. Detailed Un price Bid Format for the CSR Projects for the year 2012 -13

Please indicate whether quoted or not quoted across the column. Also, do not mention the price.

Sl. No	Name & Address	Brief detail about the School / Institution	Distance From lsg	Items Given	Please indicate price quoted / not quoted	
					Quoted	Not Quoted
1	Govt. Higher Primary School, Krishnaiahnapalya, Indiranagar Post, Bangalore	The children studying in this school are from surrounding slums and labourers from lower economic class. Most of the children are from socially backward communities. The classes are from I to VII std and there are about 200 children studying In this school.	25KMS	1.Desks with Benches - 18 sets, 2.Plastic chairs – 10 Nos , 3. Almirah - 6 Nos		
2	Govt. Higher Primary School, Kudavathi, Chikkaballapur Taluk. Karnataka	This rural school has children coming from SC/ST/OBC and other backward communities and labour class. There are about 160 students studying in this school from 1 st to 8 th std.	45KMS	1.Six sets of Desks & Benches		
3	Gnanajyothi Jaibheem Education Society, Aralalu, Kanakapura Road	150 Children are studying in this Residential School. Majority of children belong to SC/ST & other minority communities and also economically poor. This school also imparts education for children of farm workers. Children are studying from 1 st to 7 th Std	100KMS	1.Benches with Desks - 22 Sets		
4	Govt. Higher Primary School, Narasapura, Magadi Taluk Ramnagar District	There are 60 children studying in this school. The children are from tribal areas from surrounding places and belong to SC/ST and other backward communities. Children are studying from 1 st to 7 th Std.	45 KMS	Setting Up Of Science Lab with Scientific equipments , Almirahs, Round Tables & Chairs .		

Sl. No	Name & Address	Brief detail about the School / Institution	Distance From Isg	Items Given	Please indicate price quoted / not quoted	
					Quoted	Not Quoted
5	Dream School Foundation, 27/6, 1st Floor, 5th Cross,3rd Main, Rahmathnagar,Opp . Nandini Hotel,R T Nagar Post,Bangalore – 560032	This NGO is working towards providing quality supplementary education to the school children from Govt. Schools to avoid dropouts by providing volunteer/teacher involvement to mentor and track the performance of the students.	5KMS	Digital Smart Board With Pre University Curriculum Content		
6	Mathrushree Manovikasa Kendra, Gowdanahalli, Dasanapura Hobli, Bangalore	This NGO is running a special residential school for Mentally Challenged Children presently accommodating 89 children providing free hostel facilities along with free education.	12 KMS	Play Equipments: Standard slide (1No) , Duck Revolving (1 No) & Seesaw (1 No)		
7	Dr.BR Ambedkar Kreda Hoby Club, , Nagavara, Bangalore	This NGO is involved in social work helping the needy in paying school fees, providing push carts for small vendors, wheel chairs for differently abled persons, organizing health camps etc. The population in this area belong to coolies, vegetable and flower vendors.	7KMS	1.Push Carts - 12 Nos , 2. Wheel Chairs – 8 Nos		

Date:

Authorised signatory

Place

Name

Seal of the Organisation

Designation

6. Detailed Un price Bid Format for the CSR Projects for the year 2012 -13

Please indicate whether quoted or not quoted across the column. Also, do not mention the price.

SL. NO.	Name and Address	Brief Details about the Scholl / Institution	Distance from ISG	Items Given	Please indicate price quoted / not quoted	
					Quoted	Not Quoted
01	Govt. Model Primary School, Attiguppe, Bangalore-38, Karnataka	The children studying in this school are from surrounding slums and labourers from lower economic class. Most of the children are from socially backward communities. The classes are from I to VIII std and there are about 200 children studying In this school.	10 KMs	Benches With Desks – 6 Sets, Office Table with Drawer – 6 Nos & Almirah – 4 Nos		
02	Providing Medicines Kit For The Children Suffering From Epilepsy At Mathrushree Manovikasa Kendra@, Bangalore , Karnataka Details : This institution is situated 2/13, 2 nd cross,Kumara Park(West), Bangalore-20.	This is a Recognised NGO, Regn No.409/02-08-2003 running a special residential school for Mentally Challenged Children presently accommodating 125 children providing free hostel facilities along with free education. The children of this institution are suffering from epilepsy and nervous problem. Totally 18 Children taking medicine everyday two time for epilepsy and nervous problem.	5 KMs	Medicines Kit For The Children Suffering From Epilepsy		
03	Manav Charities, # 66, 14 th Main, Kammagondanahalli, Jahahalli West, Bangalore – 560 015, Karnataka	This is a charitable non – government organization working for the last 14 years. This NGO concentrates on implementing projects which aims to enhance the empowerment of women, to improve health and hygiene, to create employment opportunities, to take care of senior citizens, etc	15 KMS	Almirah – 3 Nos, Two Tier Cots – 5 Nos & Bed Spreads		
04	Govt Higher Primary School, Ahalakottai, Magadi Taluk,Ramnagara District, Karnataka	The children studying in this school are from lower economic class. Most of the children are from socially backward communities. The classes are from I to VII std and there are about 120 children studying In this school.	65 KMs	Almirah – 5 Nos , Office Tables With Drawer – 4 Nos & Computer Table- 2 Nos		
05	Govt Higher Primary School, Hollahally, Harrowhally Hobli, Kanakapura Taluk, Ramnagar District, Karnataka	The children studying in this school are from lower economic class. Most of the children are from socially backward communities. The classes are from I to VII std and there are about 85 children studying In this school. Around 80 % of the children are from SC /ST background.	65 kms	Bench With Desk – 5 Sets, Almirah – 3 Nos, Band Set -1, Playing Items		

SL. NO.	Name and Address	Brief Details about the Scholl / Institution	Distance from ISG	Items Given	Please indicate price quoted / not quoted	
					Quoted	Not Quoted
06	Govt Primary School, B. Narayanapura, Bangalore – 16, Karnataka	The children studying from socially and economically backward communities. The classes are from I to VII std and there are about 270 children studying In this school. Around 60 % of the children are from SC /ST background.	25 KMs	Almirah – 4 Nos., Drinking Water Facility – 1 No., Book Rack – 2 Nos		
07	Govt Higher Primary School, Hoodi, Bangalore - 48, Karnataka	The children studying from socially and economically backward communities. The classes are from I to VII std and there are about 340 children studying In this school	27 KMs	Almirah – 4 Nos, Drinking Water Facility – 1 No., & Book Rack – 2 Nos.		
08	Govt Higher Primary School, Aloor, Bangalore North, Bangalore – 560 015.	The children studying from socially and economically backward communities. The classes are from I to VII std and there are about 83 children studying In this school. Majority of the children are from SC /ST / Minority background.	25 KMs	Almirah – 3 Nos. Drinking Water Facility – 1 No, Lab Equipments		

Date:

Authorised signatory

Place

Name

Seal of the Organisation

Designation

Grand total Price for all the Projects implemented during 2009 -10, 2010 -11, 2011 – 12, 2011 -12 (MOU), 2012 – 13& 2013 -14.

Sl.No	Project Year	Please indicate price quoted / not quoted	
		Quoted	Not Quoted
1	2009 -10		
2	2010-11		
3	2011-12		
4	2011 – 12 (MOU Project)		
5	2012-13		
6	2013 – 14		
	Total		

Note:-

- 1 **L1 agency will be decided based on the total of all five years as package (ie. including MOU Project) .**
- 2 The price quoted shall be including the incidental charges, transport charges, accommodation charges, allowances for visit to the places, cost towards conducting the Survey, data analysis, documentation and submission report , etc.,

Date:

Authorised signatory

Place

Name

Seal of the Organisation

Designation

Time Schedule:

The entire exercise has to be completed within a period of maximum 70 days from the date of start of Impact Assessment.

S. No.	Activity	Duration in Days
1	Study of the Project by the agency – its nature, area of operation, etc.	Within a period of maximum of 70 Days.
2	Preparation & submission of evaluation materials , sampling method and action plan	
3	Pre-testing, adjustment of evaluation materials/ and Pilot testing	
4	Site movement, Data Collection	
5	Data Entry, Compilation, Processing and Data Analysis	
6	Submission of 1 st Draft to BHEL	
7	Preparation, submission and acceptance of final report after receiving the comments from BHEL	

Payment terms:

The payment shall be made to the selected agency through EFT, as per the following norms:

S.No.	Milestone	% of fund to be released
1	Submission of Baseline/ Impact Assessment Methodology and acceptance of the same by BHEL	10
2	Submission and acceptance of Final Report by BHEL	90%

Evaluation Criteria for the proposal submitted against Expression of Interest for Impact Assessment Study of CSR Initiatives of BHEL:

Criteria	Total Marks	Marking Criteria
		Agency getting total of zero marks for all the criteria put together (A. i, ii, iii, B. I, ii, iii and C. i, ii) shall be rejected straight away and shall not be evaluated further)
A Past experience of the Agency		45
i.	Number of years' experience of the Agency submitting the proposal	05 Less than 5 Years: 0 Marks 5-10 years: 03 Marks More than 10 years: 05 Marks
ii.	Past experience in carrying out Impact Assessment/Monitoring & Evaluation work in domain of Corporate Social Responsibility/ Sustainability Services/ Community Development Projects	10 No Experience: 0 Marks Upto 5 similar work: 6 Marks(1.2 marks for each work).More than 5 Similar Work: 1 Mark additional mark for each such assignment
iii.	Past experience in carrying out Impact Assessment/Monitoring & Evaluation work in domain of a) Wildlife Protection b) Environment and Ecology c) Rural Development d) Entrepreneurship and Livelihood	15 03 Marks Each: for at least one on-going or completed project assigned to the agency Copy of Work Order from client to be furnished as documentary proof. Additional one mark for the completed remaining each project.
iv.	Past experience in carrying out Impact Assessment/Monitoring & Evaluation work in Development Projects financed by any Central Ministry/ World Bank/ NABARD and/or other international donor institution (e.g., ADB, EU etc) or Central / State PSE	10 Upto 5 similar work: 6 Marks (1.2 marks for each work).More than 5 Similar Work: 1 Mark additional mark for each such assignment
v.	On time Completion of previous assignments	05 03 Marks: If any of the assignment in last 02 years has been successfully completed on time Full Marks: If at least 02 of the assignments in last 02 years have been successfully completed on time

B			40
Experience of Key personnel			
i.	Qualifications	15	Less than the Qualification Level as mentioned para 'd' of the tender document: 0 Marks Qualification Level as mentioned in Annexure-A: 10 Marks One mark each for additional qualifications of the Lead Researcher, Economist, CSR Expert and Environmental Expert
ii.	Relevant Experience	20	Less than the experience as mentioned para 'd' of the tender document: 0 Marks Experience mentioned para 'd' of the tender document: 15 Marks One mark each for additional years of the Lead Researcher, Economist, CSR Expert and Environmental Expert
iii.	Number of years of service in the organization	05	30% of the project staff having less than one year of service current organization: 0 Marks 50% of the project staff having more than 2 years of service in current organization: full Marks
C Financial Strength			15
i.	Average Annual Income of last three years	10	Less than 5 Lakhs : 0 Marks 6 lakhs to 10 Lakhs : 5 More than 10 Lakhs: 10 Marks
ii.	Net Worth	5	Negative net worth: 0 Marks Positive net worth: 5 Marks

Annexure-E

CSR Projects in and around Bangalore

CSR Projects executed during 2009 - 10

Sl No	Name of the Institution	Activities of the Institution & other details	Distance from ISG	Items Provided	Project Completion status	impact Analysis **	
						Target Group	Checklist
1	Govt. Lower Primary School, Ellupura, Bangalore Rural.	This school is located at Ellupura which is a socially and economically backward village. All children studying in this school are from poor families.	35 KMs	Benches and desks, tables and chairs , maps, charts, foot balls, volley balls, carom boards, pencil boxes with pen, pencil, erasers, sharpeners, scale, black boards, dusters, chalk pieces, etc Number of beneficiaries are 80.	Completed	School Children, Teachers, Parents, General Public.	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES , IMPROVEMENT ,ETC
2	Govt. Lower Primary School, Kasavanahally, Bangalore Rural	This school is located at Kasavanahally which is a socially and economically backward village. All children studying in this school are from poor families.	40 kms	Benches, desks, tables and chairs , maps, charts, foot balls, volley balls, carom boards, tennicoit rings, skippers, pencil boxes with pen, pencil, erasers, sharpeners, scale, dusters, chalk pieces, etc. Number of beneficiaries are 55.	Completed	School Children, Teachers, Parents, General Public.	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES , IMPROVEMENT ,ETC
3	Govt. Lower Primary School, Bisuvanahally, Bangalore Rural	This school is located at Bisuvanahally which is socially and economically backward village, All children studying in this school are from poor families.	30 kms	Uniforms, Shoes & Socks, Table, chairs , Book racks, Story books, Wall clocks, Water filters, SS plates	Completed	School Children, Teachers, Parents, General Public.	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES , IMPROVEMENT ,ETC

Note - ** The impact Assessment Report include the beneficiary profiles/ No, etc (SC,ST,OBC, OBC, minorities, rural/urban, weaker section, gender etc)

a) CSR Projects for the year 2010-11

Sl No	Project	Activity of the Institution & other details	Distance from ISG	Items provided	Project Completion status	impact Analysis **	
						Target Group	Checklist
1	Deepa Academy for the Differently abled, No. 226 /A/3, Tank Bund Road, Subramanya Nagar, Bangalore – 560 021	This institute is located in Bangalore and is working towards education and rehabilitation of visually challenged and differently abled Children. 25 Children are getting their education in this residential institution.	10 KMs	Godrej Almirahs, Uniforms, Braile Paper	Completed	School Children, Teachers, Parents, General Public.	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES, IMPROVEMENT,ETC
2	Govt. Primary School, Solur, Jadigenahally, Hobli, Kolathur Post, Hoskote Taluk, Bangalore Rural	The School is located at Solur. . The population of the village is 875. Around 150 people belong to SC/ ST community. Around 45 children are studying in this School.	40 KMs	Desks, Benches, Lunch Plates with Tumblers , Play items for children.	Completed	School Children, Teachers, Parents, General Public.	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES, IMPROVEMENT,ETC
3	Govt. Higher Primary School, Shivanapura, Hoskote Taluk, Bangalore Taluk	This School is located in Shivanapura Village. The population of the village is around 1100 with approximately 250 SC/ ST population. 300 children are studying in this School.	50 kms.	Constructed one Class Room for Children	Completed	School Children, Teachers, Parents, General Public.	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES, IMPROVEMENT,ETC

Note - ** The impact Assessment Report include the beneficiary profiles/ No, etc (SC,ST,OBC, OBC, minorities, rural/urban, weaker section, gender etc)

b) CSR Projects for the year 2011-12

Sl.No.	PROJECT TITLE & DETAILS INCLUDING NAME OF LOCATION, etc.	Activity of the Institution & other details	Distance from ISG	Items Provided	Project Completion status	Impact Analysis	
						Target Group	Checklist
1	Shree Sharada Primary & High School, Thippasandra Villagem, Gunjur Post, Via – Varthur, Bangalore Rural.	350 children of surrounding villages belonging to economically poorer and SC/St communities are studying in this school. Children are studying from 1 st to 10 th Std.	40 KMS	Benches/ Desks - 18 Units	Completed	School Children, Teachers, Parents, General Public.	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES, IMPROVEMENT, ETC
2	Society of the Helpers of Mary, Shanti Dhama, P.O. Gundoli, Haliyal Taluka, Uttar Karnataka – 581 329	This is an organization which conducts various programmes for the upliftment of village children. Computers are needed to teach basics to children.	350 KMS	Computer – 3 Units.	Completed	School Children, Teachers / other Staff, Parents, General Public.	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES, IMPROVEMENT, ETC
3	Govt. Lower Primary School, Seetharamapalya, Mahadevapura PO, Bangalore-560048.	120 Children are studying in this govt. School. Majority of children belong to SC/ST & minority communities and also economically poor. This school also imparts education for children of nomads. Children are studying from 1 st to 5 th Std.	30 KMS	Desks/benches - 18 Units	Completed	School Children, Teachers, Parents, General Public.	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES, IMPROVEMENT, ETC
4	Keshava Seva Samithi, 44/22, 3rd Floor, Business Rise Centre, Kamaraj Road, Shivajinagar, Bangalore-560042.	This Institution is a charitable trust (NGO) working in Bangalore Slums conducting around 150 tuition centres, Vocational Training programmes for women, Health Camps for slum dwellers, Youth empowerment etc.	17 KMS	1) Almirah's for keeping books in 4 library center. 2) Educational books of various publishers. 3) Vending cart - 10, 4) Brass Iron Box-10	Completed	students, Teachers, Parents, Beneficiaries, General Public.	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES, IMPROVEMENT, ETC
5	Swanathana, Centre for Mentally Challenged Female Children, Sajapur Road, Ambedkarnagar, Carmelaram post, Bangalore – 560 035.		40 KMS	Wooden Cots - 9 Nos	Completed	Children/ Beneficiaries, Teachers, Parents, General Public.	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES, IMPROVEMENT, ETC

6	Karnataka Orphan Children Development Management, 5th Cross, Chamundinagar, Sunderamahal Road, BSK III Stage, Bangalore – 560 085	This Institution is a registered trust (NGO) providing free education with boarding and lodging facility for 26 orphan children.	30 KMS	Two tier cots with storage facility - 11 Nos	Completed	School Children, Teachers, Parents, General Public.	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES, IMPROVEMENT, ETC
7	Govt. Higher Primary School, Basavanagara, Mahadevapura P.O, Bangalore – 560 048	222 Children are studying in this Govt. School. Majority of them are belong to economically weaker sections. This school is 30 kms away from Bangalore. The school run classes from 1st std to 7 th Std.	30 KMS	Items – Class Room Benches with Desks - 18 Sets	Completed	School Children, Teachers, Parents, General Public.	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES, IMPROVEMENT, ETC
8	Carmel higher Primary School, Haliyal, Uttara Kannada District Karnataka	Totally 950 children are from economically backward section from backward area	350 KMS	Items – Two seater Benches and Desks - 72 Sets	Completed	School Children, Teachers, Parents, General Public.	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES, IMPROVEMENT, ETC
9	Jaigopal Garodia Rashtrrothana Vidyalaya, 2 nd K Cross, HRBR Layout, 1 st Block, Kalyanagar, Bangalore – 560 043	School is being run by an NGO (Rashtrrothana Parishat) for economically weaker section of the society and most of them are first generation learners. Totally 695 children from pre – Nursery to 10 th Std.	30 KMS	Items – Benches and Desks (56 sets). are ready and inaugural function to be organized.	Completed	School Children, Teachers, Parents, General Public.	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES, IMPROVEMENT, ETC
10	Govt. Kannada Higher Primary School, Ashwathnagara, MArathalli, Bangalore – 37	130 children belonging to economically poor and SC/ST community. Children are studying from 1 st to 7 th standard.	32 KMS	Items – Class Room Benches with Desks (18 sets) are ready and inaugural function to be organized.	Completed	School Children, Teachers, Parents, General Public.	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES, IMPROVEMENT, ETC

Note - ** The impact Assessment Report include the beneficiary profiles/ No, etc (SC,ST,OBC, OBC, minorities, rural/urban, weaker section, gender etc)

CSR PROJECTS IMPLEMENTED THROUGH AKSHYAPATRA FOUNDATION, BANGALORE DURING 2011 – 12

SL NO	NAME OF THE PROJECT	PROJECT LOCATION	Distance from ISG, Bangalore	PROJECT COMPLETION STATUS	IMPACT ASSESSMENT **	
					TARGET GROUP	CHECKLIST
1	Setting up of RO Plants (Including ancillary activity to set out plant) in TAPF at 1. Bellary 2. Gandhinagar 3. Puri 4. Hubli 5. Vrindavan & 6. Vadodara	BELLARY, KARNATAKA	310 KM	COMPLETED	SCHOOL CHILDREN, TEACHERS, PARENTS, GENERAL PUBLIC	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION
		GANDHINAGAR, GUJARAT	1510 KM			
		PURI, ORISSA	1440 KM			
		HUBLI, KARNATAKA	410 KM			
		VRINDAVAN, UTTAR PRADESH	2000 KM			
		VADODARA, GUJARAT	1375 KM			
2	Providing five vehicles for food distribution (including customised body building , racks etc) at TAPE Guwahati	GUWAHATI	2850 KM	COMPLETED	SCHOOL CHILDREN, TEACHERS, PARENTS, GENERAL PUBLIC	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION

Note - ** The impact Assessment Report include the beneficiary profiles/ No, etc (SC,ST,OBC, OBC, minorities, rural/urban, weaker section, gender etc)

C) CSR Projects for the year 2012-13

Sl. No	Name & Address	Brief detail about the School / Institution	Distance From lsg	Items Given	Project Completion Status	Impact Analysis **	
						Target Group	Checklist
1	Govt. Higher Primary School, Krishnaiahnapalya, Indiranagar Post, Bangalore	The children studying in this school are from surrounding slums and labourers from lower economic class. Most of the children are from socially backward communities. The classes are from I to VII std and there are about 200 children studying in this school.	25KMS	1.Desks with Benches - 18 sets, 2.Plastic chairs – 10 Nos , 3. Almirah - 6 Nos	Completed	School Children, Teachers, Parents, General Public.	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES, IMPROVEMENT, ETC
2	Govt. Higher Primary School, Kudavathi, Chikkaballapur Taluk.	This rural school has children coming from SC/ST/OBC and other backward communities and labour class. There are about 160 students studying in this school from 1 st to 8 th std.	45KMS	1.Six sets of Desks & Benches	Completed	School Children, Teachers, Parents, General Public.	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES, IMPROVEMENT, ETC
3	Gnanajyothi Jaibheem Education Society,Aralalu, Kanakapura Road Ramanagar District Karnataka	150 Children are studying in this Residential School. Majority of children belong to SC/ST & other minority communities and also economically poor. This school also imparts education for children of farm workers. Children are studying from 1 st to 7 th Std	100KMS	1.Benches with Desks - 22 Sets	Completed	School Children, Teachers, Parents, General Public.	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES, IMPROVEMENT, ETC
4	Govt. Higher Primary School, Narasapura, Magadi Taluk Ramanagar District Karnataka	There are 60 children studying in this school. The children are from tribal areas from surrounding places and belong to SC/ST and other backward communities. Children are studying from 1 st to 7 th Std.	45 KMS	Setting Up Of Science Lab with Scientific equipments , Almirahs, Round Tables & Chairs .	Completed	School Children, Teachers, Parents, General Public.	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES, IMPROVEMENT, ETC

5	Dream School Foundation, 27/6, 1st Floor, 5th Cross, 3rd Main, Rahmathnagar, Opp. Nandini Hotel, R T Nagar Post, Bangalore – 560032	This NGO is working towards providing quality supplementary education to the school children from Govt. Schools to avoid dropouts by providing volunteer/teacher involvement to mentor and track the performance of the students.	5KMS	Digital Smart Board With Pre University Curriculum Content	Completed	School Children, Teachers, Parents, General Public.	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES, IMPROVEMENT, ETC
6	Mathrushree Manovikasa Kendra, Gowdanahalli, Dasanapura Hobli, Bangalore	This NGO is running a special residential school for Mentally Challenged Children presently accommodating 89 children providing free hostel facilities along with free education.	12 KMS	Play Equipments: Standard slide (1No) , Duck Revolving (1 No) & Seesaw (1 No)	Completed	School Children, Teachers/ supporting staff , Parents, General Public.	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES, IMPROVEMENT, ETC
7	Dr. BR Ambedkar Kreda Hoby Club, Nagavara, Bangalore	This NGO is involved in social work helping the needy in paying school fees, providing push carts for small vendors, wheel chairs for differently abled persons, organizing health camps etc. The population in this area belong to coolies, vegetable and flower vendors.	7KMS	1. Push Carts - 12 Nos , 2. Wheel Chairs – 8 Nos	Completed	Beneficiaries, Supporting Staff, Parents, General Public.	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES, IMPROVEMENT, ETC

Note - ** The impact Assessment Report include the beneficiary profiles/ No, etc (SC, ST, OBC, OBC, minorities, rural/urban, weaker section, gender etc)

CSR PROJECTS FOR THE YEAR 2013-14 :

SL. NO.	Name and Address	Brief Details about the Scholl / Institution	Distance from ISG	Items Given	Projects Completion Status	Impact Analysis	
						Target Group	Checklist
01	Govt. Model Primary School, Attiguppe, Bangalore-38, Karnataka	The children studying in this school are from surrounding slums and labourers from lower economic class. Most of the children are from socially backward communities. The classes are from I to VIII std and there are about 200 children studying In this school.	10 KMs	Benches With Desks – 6 Sets, Office Table with Drawer – 6 Nos & Almirah – 4 Nos	Completed	School Children, Teachers, Parents, General Public	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES, IMPROVEMENT,ETC
02	Providing Medicines Kit For The Children Suffering From Epilepsy At Mathrushree Manovikasa Kendra@, Bangalore , Karnataka Details : This institution is situated 2/13, 2 nd cross,Kumara Park(West), Bangalore-20.	This is a Recognised NGO, Regn No.409/02-08-2003 running a special residential school for Mentally Challenged Children presently accommodating 125 children providing free hostel facilities along with free education. The children of this institution are suffering from epilepsy and nervous problem. Totally 18 Children taking medicine everyday two time for epilepsy and nervous problem.	5 KMs	Medicines Kit For The Children Suffering From Epilepsy	Completed	School Children, Teachers, Parents, General Public	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES, IMPROVEMENT,ETC
03	Manav Charities, # 66, 14 th Main, Kammagondanahalli , Jalahalli West, Bangalore – 560 015, Karnataka	This is a charitable non – government organization working for the last 14 years. This NGO concentrates on implementing projects which aims to enhance the empowerment of women, to improve health and hygiene, to create employment opportunities, to take care of senior citizens, etc	15 KMS	Almirah – 3 Nos, Two Tier Cots – 5 Nos & Bed Spreads	Completed	Beneficiaries , Teachers, Parents, General Public	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES, IMPROVEMENT,ETC
04	Govt Higher Primary School, Ahalakottai, Magadi Taluk,Ramnagara District, Karnataka	The children studying in this school are from lower economic class. Most of the children are from socially backward communities. The classes are from I to VII std and there are about 120 children studying In this school.	65 KMs	Almirah – 5 Nos , Office Tables With Drawer – 4 Nos & Computer Table- 2 Nos	Completed	School Children, Teachers, Parents, General Public	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES, IMPROVEMENT,ETC

05	Govt Higher Primary School, Hollahally, Harrowhally Hobli, Kanakapura Taluk, Ramnagar District, Karnataka	The children studying in this school are from lower economic class. Most of the children are from socially backward communities. The classes are from I to VII std and there are about 85 children studying In this school. Around 80 % of the children are from SC /ST background.	65 kms	Bench With Desk – 5 Sets, Almirah – 3 Nos, Band Set -1, Playing Items	Completed	School Children, Teachers, Parents, General Public	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES, IMPROVEMENT,ETC
06	Govt Primary School, B. Narayanapura, Bangalore – 16, Karnataka	The children studying from socially and economically backward communities. The classes are from I to VII std and there are about 270 children studying In this school. Around 60 % of the children are from SC /ST background.	25 KMs	Almirah – 4 Nos., Drinking Water Facility – 1 No., Book Rack – 2 Nos	Completed	School Children, Teachers, Parents, General Public	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES, IMPROVEMENT,ETC
07	Govt Higher Primary School, Hoodi, Bangalore - 48, Karnataka	The children studying from socially and economically backward communities. The classes are from I to VII std and there are about 340 children studying In this school	27 KMs	Almirah – 4 Nos, Drinking Water Facility – 1 No., & Book Rack – 2 Nos.	Completed	School Children, Teachers, Parents, General Public	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES, IMPROVEMENT,ETC
08	Govt Higher Primary School, Aloor, Bangalore North, Bangalore – 560 015.	The children studying from socially and economically backward communities. The classes are from I to VII std and there are about 83 children studying In this school. Majority of the children are from SC /ST / Minority background.	25 KMs	Almirah – 3 Nos.,Drinking Water Facility – 1 No, Lab Equipments	Completed	School Children, Teachers, Parents, General Public	1. STATUS BEFORE IMPLEMENTATION AND AFTER IMPLEMENTATION, NO. OF BENEFICIARIES, IMPROVEMENT,ETC

Note - ** The impact Assessment Report include the beneficiary profiles/ No, etc (SC,ST,OBC, OBC, minorities, rural/urban, weaker section, gender etc)

I. CHECKLIST FOR TECHNICAL BID:

The list of documents to be enclosed along with Technical Bid:

1(a)	Annexure A – Details of the agency applying for impact Assessment
1(b)	Copy of documentary proof with registration No & Date of registration.
1(c)	Introduction about the agency and their services
1 (d)	Details of projects executed
1 (e)	Copies of certificate to ascertain the qualification of the key persons
1 (f)	Copies of documentary proof of key persons having the specialization as Lead Researcher, Economist , CSR Expert and Environment Expert etc
1 (g)	CVs of key persons
1 (h)	Copies of work order in view of CSR / Environment / Development Projects executed by the agency.
1 (i)	Financial statement consisting of Auditors Report, Balance Sheet, Profit and Loss account, Expenditure, cash flow statement for at least past three years
1(j)	Brief methodology to complete the Impact Assessment (quantitative and qualitative both)
2	Declaration signed by the Authorised Signatory of the Agency.
3 (a)	Copies of documentary proof for having conducted Impact Assessment. A separate copies shall be enclosed with reference to each project.
3 (b)	Copies of documentary proof for carried out the impact Assessment / monitoring / evaluation work in Development Projects financed by Central Ministries / World Bank / NABARD, etc
3 (c)	Certificate / documentary proof regarding completion of previous Assignments.
4	Un Price Bid – Annexure B
5	EMD for Rs 10,000/- (Rupees Ten Thousand Only)

II. CHECKLIST FOR PRICE BID

The document (s) to be submitted in respect of Price Bid :

1	Price Bid - Annexure F1, F2, F3, F4, F5 & F6
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